IN 8/987

National Endowment for the Arts

Application Guidelines Fiscal Year 1987

# Inter-Arts

87

NEWARK PUBLIC LIBRARY

APR 9 1986

U. S. GOVT. PUBS.
DEPOSITORY 326

ART AND MUSIC DEPARTMENT
NEWARK PUBLIC LIBRARY

NF 2.8:

OMB No. 3135–0061 Expires 1/31/87

# Application Calendar

| Grant Category | Notification of Intent to Apply Deadline | Postmark Application Deadline* | Announcement of Grant Award or Rejection | Earliest Project Beginning Date |
|---|---|---|---|---|
| **Presenting Organizations** | | | | |
| Grants to Presenting Organizations | May 2, 1986 | June 6, 1986 | Dec. 1986 | March 15, 1987 |
| Services to Presenting Organizations | May 2, 1986 | June 6, 1986 | Dec. 1986 | March 15, 1987 |
| **Interdisciplinary Arts Projects** | July 9, 1986 | Aug. 8, 1986 | March 1987 | April 15, 1987 |
| **Artists' Colonies** | Sept. 9, 1986 | Nov. 7, 1986 | June 1987 | July 1, 1987 |
| **Services to the Arts** | Sept. 9, 1986 | Nov. 7, 1986 | June 1987 | July 1, 1987 |
| Arts Management Initiative | Sept. 9, 1986 | Nov. 7, 1986 | June 1987 | July 1, 1987 |

***Applications must be postmarked no later than the date shown for your category. Late applications will be rejected. Incomplete applications are unlikely to be funded.**

If you plan to apply for support, the Intent to Apply Card on the back cover of these guidelines must be sent as indicated above to:

Inter-Arts Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Note that this booklet contains one Organization Grant Application Form NEA-3 (Rev.). If you plan to apply in more than one category, please make photocopies of the blank Organization Grant Application Form. Do not request additional forms from the Program.

# Preface



The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

## Statement of Mission
## National Endowment for the Arts

### Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . ."

### Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

### Implementation

**Who:** The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

**Statement of Mission**
**National Endowment for the Arts, continued**

**What:** Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

**How:** The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
202/682-5496 Voice/TTY

Visually impaired people may obtain a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Music Section
National Library Service
for the Blind and Physically Handicapped
The Library of Congress
Washington, D.C. 20542
202/287-9254

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

# Table of Contents




| | |
|---|---|
| **Introduction** | 4 |
| Important Information | 5 |
| Application Review | 5 |
| **Categories of Funding** | 6 |
| Presenting Organizations | 6 |
| Grants to Presenting Organizations | 7 |
| Services to Presenting Organizations | 10 |
| Interdisciplinary Arts Projects | 15 |
| Initiative for Interdisciplinary Artists | 17 |
| Special Festivals Initiative | 17 |
| Artists' Colonies | 20 |
| Services to the Arts | 23 |
| Arts Management Initiative | 26 |
| **Other Programs of Interest** | 29 |
| **Application Information** | 30 |
| Legal Requirements | 30 |
| Methods of Funding | 31 |
| Instructions for Completing Organization Application Form | 32 |
| Instructions for Completing Presenting Organizations Supplementary Information Sheet | 34 |
| Instructions for Completing Artists' Colonies Supplementary Information Sheet | 36 |
| Instructions for Completing Service Organizations Supplementary Information Sheet | 38 |
| **Application Forms** | 41 |
| Organization Grant Application Form NEA–3 (Rev.) | 41 |
| Presenting Organizations Supplementary Information Sheet | 45 |
| Interdisciplinary Arts Projects Supplementary Information Sheet | 47 |
| Artists' Colonies Supplementary Information Sheet | 49 |
| Service Organizations Supplementary Information Sheet | 51 |
| Assurance of Compliance Form | 53 |
| Application Checklist | 55 |
| Intent to Apply and Application Acknowledgment Cards | Back cover |


READEX FICHE best copy available

# Introduction

The Inter-Arts Program supports artists who create work that fuses or transcends distinct arts disciplines and arts institutions that present a balance of events in two or more art forms or that provide services to professional artists and organizations from various arts disciplines. All projects must be of the highest artistic level and of national or regional significance.

The Inter-Arts Program's funds are awarded in four categories: Presenting Organizations, Interdisciplinary Arts Projects, Artists' Colonies, and Services to the Arts. In addition, the Inter-Arts Program maintains flexibility to support model projects, new ideas, and initiatives which benefit these fields.

Support is available for:

- Presenting organizations that present diverse arts programming in their communities and that provide significant performance opportunities for artists and audiences in a consistent manner. Service projects that assist presenting organizations are also eligible for support.
- The creation and production of interdisciplinary work, including touring and commissioning.
- Artists' colonies or workplaces where professional artists can reside and develop their work free from distractions.
- Service activities designed to develop financial and volunteer support for the arts, to expand skills and resources of developing arts institutions, and to disseminate information to artists and arts administrators.

## Important Information

For the purposes of these guidelines, the term "interdisciplinary" generally refers to projects that cross the following Endowment program lines: Dance, Design Arts, Literature, Media Arts, Music, Opera-Musical Theater, Theater, and Visual Arts.

Other interdisciplinary programs at the Endowment include Expansion Arts, which supports professionally directed arts organizations that are deeply rooted in and reflective of the culture of a minority, inner city, rural, or tribal community; and Folk Arts, which supports the presentation and documentation of traditional arts and artists.

Design Arts and Media Arts also provide funding opportunities for projects involving and/or serving a variety of arts disciplines.

In addition, Challenge Grants are available to help cultural organizations broaden the base and increase the level of continuing support from nonfederal sources. Organizations receiving Challenge Grants must match every Federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors.

For information on the areas of funding within each Endowment Program, please write for Guide to the National Endowment for the Arts, which is available from:

Public Information Office
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
202/682-5496 Voice/TTY

If you have questions about the Inter-Arts Program or need help with your application, contact the Inter-Arts Program at 202/682-5444 or at the above address.

### Notification of Intent to Apply

Applicants must notify the Inter-Arts Program in writing of their intent to apply. Please mail the Intent to Apply Card found on the back cover of these guidelines by the appropriate Intent to Apply deadline inside the front cover. The Inter-Arts Program will use the Intent to Apply Cards to schedule site visits by program consultants.

### Site Visits

Site visits will be made to as many applicants as possible, with priority being given to organizations that have not been visited before. If you are scheduled for a site visit you will be notified in advance by the Inter-Arts Program staff. Information gathered during site visits will be available to advisory panelists as one of a number of items to be considered in the review of applications.

## Application Review

After the Inter-Arts Program staff has checked the applications for completeness, the appropriate Inter-Arts Program Advisory Panel, a rotating committee of experts from the field, reviews the applications. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Information regarding action taken on applications cannot be made public until after the panelists and the Council have made their recommendations and the Chairman has reached a decision. You will be notified of the action on your request according to the Application Calendar on the inside front cover of these guidelines.

When an applicant is notified that he or she has received a grant, the grantee may request full or partial payment, depending on the nature and schedule of the project.

All inquiries about grants and application procedures should be directed to the Inter-Arts Program.

# Presenting Organizations

## Introduction

A presenting organization selects artists and companies, engages them to perform or exhibit, pays them a fee, and brings them together with audiences. Presenting organizations provide performance and exhibition opportunities necessary to the existence of many artists. The presenter knows the audience, can program to reflect its interests, and can help to educate the audience to artists and art forms with which it may be unfamiliar. A presenter demonstrates creative leadership by exercising a curatorial approach to programming that serves and enhances the artistic growth of the community. In addition, the presenter manages all the presentational details, from contractual arrangements and stagehands to ushers, box office and publicity. Some presenters house resident companies for which they provide services and audiences. For purposes of these guidelines, a presenting organization is distinguished from a producing organization. A producing organization is responsible for the creation of the artistic work and the assembly of the artistic elements of a production.

Presenting organizations exist in every state and region of the country. Festivals, performing arts centers, colleges and universities, local arts agencies, and artists' spaces are all examples of institutions and organizations that may present the arts. Support for presenting organizations through the Inter-Arts Program has two components: Grants to Presenting Organizations and Services to Presenting Organizations.

In addition, the Inter-Arts Program is cooperating with the Endowment's Dance and State Programs to increase the quality and quantity of professional dance presentation in the 1987/88 season. Grants are available to state arts agencies and regional organizations for support of presenting organizations' dance events. Guidelines for this cooperative effort are mailed directly to state arts agencies and regional organizations and are available on request.

## Grants to Presenting Organizations

This category is designed to improve the ability of professional multidisciplinary presenting organizations to present diverse arts programming of high quality and national or regional significance in their communities.

The intent of the Presenting Organizations Panel is to assist only those organizations that provide significant performance opportunities for artists and audiences on a consistent, long-term basis. Competition for grants will be rigorous.

### Eligibility

Individual presenting organizations and consortia of presenting organizations are eligible. All applicants must meet the legal requirements on page 30.

- For an individual presenting organization to be eligible, it must:
  - —Provide arts programming of the highest quality and of regional or national significance.
  - —Present paid professional artists to the general public in a seasonal format comprising a balance of events in two or more art forms. Applicants must have at least two years experience, at the time of application, as a professional multidisciplinary arts presenter.
  - —Employ full-time paid professional administrative staff whose primary responsibility is presenting professional artists.
- For a festival to be eligible, it must:
  - —Meet the above eligibility requirements for individual presenting organizations.
  - —Occur on an annual basis.
  - —Be of at least five days duration.
- For a consortium of presenting organizations to be eligible:
  - —Each of its members must meet the legal requirements on page 30.
  - —At least half its members must meet the above eligibility requirements for individual presenting organizations.

Former grantees must submit required Final Reports for all completed Inter-Arts Program grants since Fiscal 1983 and an interim narrative report on any current grant to be eligible for subsequent funding. These reports must be submitted by the application deadline.

### What We Fund

Activities and events of presenting organizations. Eligible for assistance are presentation costs related to:

- Programming.
- Broadening the artistic and ethnic diversity of presentations.
- Audience development programs that increase ticket sales for quality arts activities and that diversify audiences, including minority, older adult, disabled, and institutionalized populations.
- Improving earned and contributed income.
- Grants for the purchase of equipment will be awarded only in rare instances and only to presenters of exceptional merit and demonstrated ability.

### What We Do Not Fund

- Basic real estate and maintenance costs.
- Construction or renovation of facilities.

(Continued on next page)

## Grants to Presenting Organizations, continued

### Review Criteria

Panelists give primary consideration to the quality of the institution as demonstrated by:

- Quality of Programming
  - —Most important, a willingness to take risks for the sake of the art as evidenced by creative leadership in programming which serves and enhances the artistic growth of the community.
  - —Quality and diversity of artists and art forms (including variety of styles) and repertoire presented.
  - —Presentation of works by living American artists.
  - —Inclusion of emerging artists and experimental works.
  - —Cultural and ethnic diversity of the presentations.
- Presentation Ability
  - —Ability to present artists well.
  - —Ability to attract broad audiences for high quality work.
  - —Adequate technical facilities and expertise.
- Fiscal Responsibility
  - —Responsibility toward artists, including the percentage of the budget allocated to artists' fees.
  - —Generation of income through ticket sales.
  - —History of stable management, including board or advisory committee.

They also consider:

- Merit of the Project/Evidence that:
  - —Clear, realistic objectives have been set for the project.
  - —The methods of implementing the project can be effective.
  - —The project is appropriate to the development of the organization.
  - —The applicant has budgeted appropriately for the project.
- Special Considérations
  - —Commitment to underserved areas and populations.
  - —Demonstration of a concern for community through programming and actions designed to involve a broad range of cultural and ethnic groups and special constituencies.
- Completeness of the Application

To aid the panel in the review of your application, the program may schedule a site visit by an outside consultant. The consultant's report will be available for panel review.

### Grant Amounts

Grant amounts are determined by the quality and merit of the project, the number of requests and the funds available in this category. Grants generally range between $5,000 and $50,000. Few grants are above $50,000. Most range between $7,500 and $20,000.

### Matching Funds

Grants may be used to pay no more than half the cost of any project. Each grantee is encouraged to raise the match through cash contributions or earned income.

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The revision may involve reduction in the scope of the project and/or an adjustment of the budget to include increased funds from non-Endowment sources.

Applicants, especially those requesting larger grants, are encouraged to use the Treasury Fund method of funding, which requires a match of three nonfederal dollars for each Federal dollar. Details on this funding method appear on page 31.

(Continued on next page)

**Scope of Projects**

While applications for new projects are welcome, applicants may request assistance to strengthen existing activities or previously supported projects. Organizations should not plan activities that can be sustained only with continued Endowment support.

Support for commissions is available through this category and other Endowment programs. Support for the commissioning and touring of interdisciplinary works is available through the Interdisciplinary Arts Projects category of the Inter-Arts Program (see page 15).

**Deadline and Announcement Dates**

Complete application packages must be postmarked no later than June 6, 1986. Notification of awards and rejections will be made by mail only, and not before December 1986. Projects may begin any time after March 15, 1987 and may not extend beyond one year of the start date. Although grants are intended to assist the 1987/88 presentation season, they may include activities taking place in advance of the season but necessary to insure its success, e.g., subscription campaigns or membership drives.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

**Final Reports**

At the end of the grant period, the Endowment requires final fiscal and descriptive reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Grantees who have failed to submit required final reports for previous grants are not eligible for subsequent funding.

**Acknowledgment of Endowment Support**

If you receive a grant, all published materials and announcements regarding the project must credit the National Endowment for the Arts.

**How to Apply**

For instructions on how to apply, see page 12.

## Services to Presenting Organizations

This category assists state and regional arts agencies and service organizations that help presenters improve their ability to present diverse, high quality arts programming in their communities.

### Eligibility

Eligible organizations include presenter membership organizations, regional arts organizations, state arts agencies, and consortia of presenting organizations with projects or services that substantially assist presenters. Applicants must meet the legal requirements on page 30 and must have:

- At least two years experience at the time of application in providing services to presenters of more than one art form.
- Paid professional staff.
- National, regional, and/or state-wide impact.

Former grantees must submit required Final Reports for all completed Inter-Arts Program grants since Fiscal 1983 and an interim narrative report on any current grant to be eligible for subsequent funding.

In addition, individual professional presenting organizations may apply for model projects of service to other presenters. These projects must demonstrate substantial national or regional impact.

### What We Fund

Projects designed to:

- Strengthen the professional skills of presenters in presenting artists.
- Help presenters increase performance opportunities for infrequently presented artists and art forms of national or regional significance.
- Help presenters increase audiences for new or innovative artists and repertoire.
- Increase the number and expertise of minority presenters.
- Help presenters increase minority audiences for the arts.

These examples are not intended to preclude initiatives of other kinds from the field. Grants are intended to result in new or increased activity, and should not replace existing funds for projects serving presenters.

### What We Do Not Fund

- Nonprofit management organizations that provide services to presenters of the artists they manage.
- Consortia that lack their own administrative staff.
- Producing companies that develop presenters for their activities only.
- Service projects that develop presenters for one company or art form only.
- Purchase of equipment.
- United fundraising drives.
- Projects with little national or regional significance.

### Review Criteria

- Merit of the Project or Service
  - —Applicant's ability to help presenters increase their willingness to take risks and improve their ability to attract broader audiences.
  - —Evidence that clear, achievable objectives have been set for such a project.
  - —Evidence that the methods of implementing the project can be effective.
  - —Need for the project, particularly in relation to other existing resources.
  - —Evidence that the applicant has budgeted appropriately for the project.
- Organizational Capabilities
  - —Evidence of appropriate personnel and expertise to carry out the project.
  - —Organizational stability and fiscal responsibility.
- Involvement of Presenters
  - —Evidence that the presenting organizations to be served have been represented in planning for the project.
- Completeness of the Application

(Continued on next page)

**Grant Amounts**

Grant amounts are determined by the quality and merit of the project, the number of requests, and the funds available in this category. Grants generally range between $5,000 and $20,000, although on rare occasions grants are made in higher amounts.

**Matching Funds**

Grants may be used to pay no more than half of the cost of any project. Priority will be given to applicants that can provide a cash match.

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The revision may involve a reduction in the scope of the project and/or an adjustment of the budget to include increased funds from non-Endowment sources.

**Scope of Projects**

Applications for new or innovative projects are welcome. Organizations should not, however, plan activities that can be sustained only with continued Endowment funding.

**Deadline and Announcement Dates**

Applicants must be postmarked no later than June 6, 1986. Notification of awards and rejections will be made by mail only and not before December 1986. Projects may begin any time after March 15, 1987 and may not extend beyond one year of the start date.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

**Final Reports**

At the end of the grant period, the Endowment requires final fiscal and descriptive reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Grantees who have failed to submit required final reports for previous grants are not eligible for subsequent funding.

**Acknowledgment of Endowment Support**

If you receive a grant, all published materials and announcements regarding the project must credit the National Endowment for the Arts.

**How to Apply**

For instructions on how to apply, see page 12.

The Presenting Organizations category consists of two subcategories: Grants to Presenting Organizations and Services to Presenting Organizations. If you are applying under Grants to Presenting Organizations, please submit items 1–14 below. If you are applying under Services to Presenting Organizations, please submit items 1–7 and 15–21.

Organizations may submit only one application to the Presenting Organizations category each year. If you wish to apply under both Grants to Presenting Organizations and Services to Presenting Organizations, submit one application form covering both projects and items 1–21 below.

All application materials must be sent in one package to:

Grants Office/INTARTS, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

All materials must be typed on letter-size paper. Please submit the materials in the order and format shown below. Please do not bind or staple materials. Number and label each item submitted and be sure to respond to each item, indicating "N/A" if a particular item is not applicable to your organization. Be sure to keep copies for your records.

Please note: Consortia of presenters should contact the Inter-Arts Program before filing an application.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

**All Applicants**

1. The completed Application Checklist on page 55.
2. **Four copies** of Organization Grant Application Form NEA–3 (Rev.). One copy must be the typed, signed original. Instructions on completing this form start on page 32.
3. One copy of the Assurance of Compliance Form on page 53. All applicants must submit a completed form whether or not one has been submitted previously.
4. One copy of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying the applicant as a unit of state or local government.
5. For Grants to Presenting Organizations applications, **three copies** of the completed Presenting Organizations Supplementary Information Sheet on page 45. Instructions on how to complete the Presenting Organizations Supplementary Information Sheet can be found on page 34.

   For Services to Presenting Organizations applications, **three copies** of the completed Service Organizations Supplementary Information Sheet on page 51. Instructions on how to complete the Services Organizations Supplementary Information Sheet can be found on page 38.
6. A certified audited financial statement for the most recently completed fiscal period.

   NOTE: Organizations with budgets below $100,000 in their most recently completed fiscal year may submit a signed financial statement, audited where possible. For public agencies, a financial statement signed by the agency's comptroller will be sufficient.

   Form 990s are not acceptable.
7. The completed Application Acknowledgment Card on the back cover of these guidelines.

(Continued on next page)

## Grants to Presenting Organizations

In addition to items 1–7 outlined above, please assemble **three sets** of the following materials and submit each set in a separate folder or envelope as part of your application package. Panelists review this information. Please be concise.

8. A list of grants received from the Arts Endowment beginning with Fiscal Year 1985. This list should include: (a) the program category under which the grant was received, (b) the grant number, (c) the grant amount, and (d) a one-line description of the project that the grant supported. Also, please submit a list of any applications currently pending in other Endowment programs with a one-line description of each application project. Reminder: Organizations may not receive funds from more than one Endowment program for the same expenses.

9. One copy of the final fiscal and narrative reports on any completed Inter-Arts Program grants since Fiscal 1983, if not previously submitted. Current grantees should provide an interim narrative report of no more than two pages on projects still under way. Interim reports should follow the same format as final narrative reports. Please indicate the grant number and start/end dates for the grant support period.

10. A one-page description of your project plan, including:

    a. Name of organization/title of project.
    b. Project director.
    c. Principal objectives of project.
    d. Evidence of need for project.
    e. Methods of implementation.
    f. Methods of evaluation.
    g. New staff positions (if any) to be introduced by the project.

11. a. A comprehensive one-page listing representative of what you consider to be the full range of your 1985/86 season's programming, using the format and codes shown below. Please group these listings by art form.

    b. A one-page listing, using the same format, representative of your projected programming for the 1986/87 and the 1987/88 seasons. Please group these listings by art form. (If future programming has not been established, please provide projections to the best of your ability, and indicate whether any changes in programming philosophy are anticipated.)

    For both a. and b., please indicate any presentations which are co-sponsored with other organizations or represent commissioned work and explain. As space permits, please note specific repertoire presented or projected.

(SAMPLE)

| Performing Artists/ Company or Exhibition (include production company) | Number of Performances | Method of Engagement (use codes below) |
|---|---|---|
| 1. John Doe Dance Co. | 5 | 01 |
| 2. Jane Doe Exhibit | N/A | 01 |
| 3. Doe Symphony Orchestra | 2 | 05 |
| 4. Jane Doe Theater Co. production of "____" | 6 | 03 |

Method of Engagement Codes

01 Contracted fee.
02 Box office percentage.
03 Contracted fee plus box office percentage.
04 No fee paid to artist.
05 Artist/company self-presented (no rental fee paid by artist).
06 Artist pays rental fee for facility.

(Continued on next page)

12. A one-page history of your organization and a statement of your purpose and programming philosophy. Please indicate who has the primary responsibility for the selection of artists (i.e., committee, board, or individual).

13. Biographies (no more than one page each) outlining the professional experience of the principal manager of the organization and the project director.

14. Sample brochures, programs, or other printed materials (no more than three items) describing your organization, facility, and all events presented in the 1985/86 and 1986/87 seasons.

**Services to Presenting Organizations**

In addition to items 1–7 outlined above, please assemble **three sets** of the following materials and submit each set in a separate folder or envelope as part of your application package.

15. A list of grants received from the Arts Endowment beginning with Fiscal Year 1985. This list should include: (a) the program category under which the grant was received, (b) the grant number, (c) the grant amount, and (d) a one-line description of the project that the grant supported. Also, please submit a list of any applications currently pending in other Endowment programs with a one-line description of each application project. Reminder: Organizations may not receive funds from more than one Endowment program for the same expenses.

16. One copy of the final fiscal and narrative reports on any completed Inter-Arts Program grants since Fiscal 1983, if not previously submitted. Current grantees should provide an interim narrative report of no more than two pages on projects still under way.

17. A one-page history of your organization, including a statement of your purpose.

18. A one-page description of your project plan, including:

    a. Name of organization/title of project.
    b. Project director.
    c. Principal objectives of project.
    d. Evidence of need for project.
    e. Methods of implementation.
    f. Methods of evaluation.
    g. New staff positions (if any) to be introduced by the project.

19. Letters of support for (and/or evidence of participation in) the project from presenting organizations.

20. Brief biographies outlining the professional experience of staff directing or implementing the project for which support is requested. If there are jobs currently unfilled, please provide a position description. Provide no more than one page on each individual or position.

21. No more than three brochures or booklets describing your organization's presenter development activities, such as workshops, for the current and upcoming years. If you are a membership organization, also provide a profile of your membership.

# Interdisciplinary Arts Projects

## Introduction

The Interdisciplinary Arts Projects category supports artists' projects of the highest artistic quality that explore non-traditional formats and processes and that fuse or cross distinct arts disciplines. Also supported are projects designed to widen the availability of interdisciplinary work to the public. All projects should be of national or regional significance.

## Eligibility

To be eligible, a project must:

- Be submitted by an organization meeting the legal requirements found on page 30.
- Involve more than one arts discipline (see "Important Information" on page 5).
- Pay professional artists.

Former grantees must submit required Final Reports for all completed Inter-Arts Program grants since Fiscal 1983 and an interim narrative report on any current grant to be eligible for subsequent funding. These reports must be submitted by the application deadline.

## What We Fund

- The creation and production of interdisciplinary work by individual artists, groups of collaborating artists, and/or on-going interdisciplinary ensembles. Priority will be given to original concepts that extend the traditional relationships between art forms. Support is also available for interdisciplinary projects that incorporate advanced technologies in the creative process.

  In rare instances, support is also available for documentation projects that create a record of these new works from inception, through creative development, to full production.

- Special arts events highlighting interdisciplinary work. Presenting organizations requesting support for ongoing interdisciplinary arts series or annual festivals may not apply here; please refer to the Presenting Organizations category on page 6.

- Touring and commissioning projects. A limited amount of funding is available for projects that:

  —Commission (or co-commission) large-scale interdisciplinary works (or a series of works), present them to the public, and coordinate touring of those works on a national or regional scale.

  —Facilitate touring of interdisciplinary work by providing central coordination of touring activities, providing financial support to presenting organizations for artists' fees, and developing information/exchange networks among sponsoring organizations.

  NOTE: Only presenting organizations or consortia of presenting organizations are eligible for support in this area. Funding is not available for support of artists or arts organizations other than presenting organizations for their touring activities. Interested organizations should contact the Inter-Arts Program (202/682-5444) prior to submitting an application.

See also Initiative for Interdisciplinary Artists on page 17.

Reminder: Organizations may not receive funds from more than one Endowment program for the same expenses.

(Continued on next page)

## Interdisciplinary Arts Projects, continued

### What We Do Not Fund

- Projects that utilize video, radio, or film as the sole medium of presentation (except in the case of documentation projects).
- Festivals or special arts events involving primarily community arts groups.
- Purchase of equipment, except under unusual circumstances.
- Basic real estate and maintenance costs, construction, and renovation of facilities.
- Educational projects, scholarships, and student productions.
- Feasibility studies, newsletters, and catalogues.
- Foreign tours.
- Ongoing contemporary artists series by presenting organizations.

### Review Criteria

In reviewing applications, panelists consider the following factors:

- Quality and diversity of artists and art forms.
- Quality of arts organization(s) and ability to carry out the project.
- Quality of the project and method of implementation:

  For the creation and production of new interdisciplinary work:
  —The creative and/or collaborative process.
  —The interdisciplinary concept.
  —The relationship between the artist(s) and the organization.

  For the documentation of the development of new interdisciplinary work:
  —The method of documentation and personnel responsible for the project.
  —The relationship of the documentation element to the overall project.
  —Plans for the use (archival or public) of documentation.

  For special arts events highlighting interdisciplinary work:
  —A clearly identified programming philosophy.
  —Staff preparation and planning for budgeting, marketing, and use of facilities.

  For touring and commissioning projects:
  —National or regional scope of the touring structure.
  —Planning, including involvement of sponsors, and provision for evaluation.
  —Potential of the event to increase performance opportunities for interdisciplinary work.

- Reasonableness of overall budget and request.
- Completeness of the application and quality of supporting materials.

### Grant Amounts

Grant amounts are determined by the quality and merit of the project, the number of requests, and the funds available in this category. Grants generally range between $7,500 and $15,000, although some grants are made in higher amounts rarely exceeding $35,000.

### Matching Funds

Grants may be used to pay no more than half the cost of any project.

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The revision may involve a reduction in the scope of the project and/or an adjustment of the budget to include increased funds from non-Endowment sources.

### Continuing Support

The Interdisciplinary Arts Projects category described above supports specific projects and does not provide ongoing institutional support. A grant awarded one year does not imply Endowment support for subsequent years.

### Deadline and Announcement Dates

Complete application packages must be postmarked no later than August 8, 1986. Do not expect notification of awards and rejections before March 1987. Projects may begin any time after April 15, 1987 and may not extend beyond one year of the start date.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

(Continued on next page)

**Final Reports**

At the end of the grant period, the Endowment requires final fiscal and descriptive reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Grantees who have failed to submit required final reports for previous grants are not eligible for subsequent funding.

**Acknowledgment of Endowment Support**

If you receive a grant, all published materials and announcements regarding the project must credit the National Endowment for the Arts.

## Initiative for Interdisciplinary Artists

The Initiative for Interdisciplinary Artists is a pilot program designed to provide funding for individual artists and groups of artists engaged in collaborative or interdisciplinary work and to strengthen communication between these artists and producing/presenting organizations. This pilot program, jointly funded by the Inter-Arts Program and the Rockefeller Foundation, provides funds to nonprofit organizations in diverse geographic areas for the purpose of providing direct grants to interdisciplinary artists in their regions.

Organizations are responsible for identifying, reviewing, and selecting artists' projects in their region, administering funds, and evaluating the completed projects. Organizations interested in administering a regional program should contact the Inter-Arts Program at 202/682-5444 to receive guidelines and application forms.

## Special Festivals Initiative

Contingent on available funding, the Inter-Arts Program may introduce a Special Festivals Initiative in FY 1987. The Special Festivals Initiative would provide funding for newly funded major multidisciplinary arts festivals in the United States that have national and international significance; grants would be awarded for two-year periods encompassing the development and execution of the festival. Potential applicants should contact the Inter-Arts Program at 202/682-5444.

## How to Apply/ Interdisciplinary Arts Projects

For all applications under Interdisciplinary Arts Projects except the Initiative for Interdisciplinary Artists, please send the materials outlined below under one cover to:

Grants Office/INTARTS, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

All materials must be typed on letter-size paper. Please submit materials in the order shown below. Be sure to keep copies for your records. Late applications will be rejected. Incomplete applications are unlikely to be funded.

Before submitting an application, be sure to read carefully the "What We Fund" and "What We Do Not Fund" sections of these guidelines on pages 15 and 16. Inappropriate applications will not be referred to other Endowment Programs for consideration.

**All applicants**

1. The completed Application Checklist on page 55.
2. **Four copies** of Organization Grant Application Form NEA–3 (Rev.). One copy must be the typed, signed original. Instructions on completing this form begin on page 32.
3. One copy of the Assurance of Compliance Form on page 53. All applicants must submit a completed form whether or not one has been submitted previously.
4. One copy of the Internal Revenue Service determination letter for tax-exempt status or the official document identifying the applicant as a unit of state or local government.

(Continued on next page)

5. **Three copies** of a list of grants received from the Arts Endowment beginning with Fiscal Year 1985. This list should include: (a) the program category under which the grant was received, (b) the grant number, (c) the grant amount, and (d) a one-line description of the project that the grant supported. Also, please submit a list of any applications currently pending in other Endowment programs for the principal artists (including individual fellowships) and arts organizations involved in the project. Reminder: Organizations may not receive funds from more than one Endowment program for the same expenses.

6. **Three copies** of final fiscal and narrative reports on any completed Inter-Arts Program grants since FY 1983, if not previously submitted. Current grantees should provide an interim narrative report of no more than two pages on projects still under way.

7. The completed Application Acknowledgment Card on the back cover of these guidelines.

**New Interdisciplinary Work (including projects incorporating advanced technologies)**

In addition to items 1–7 outlined above, please assemble **two sets** of the materials described in items 8–10 and **one set** of the materials described in item 11. Panelists review this information. Please be concise.

8. A completed Interdisciplinary Arts Projects Supplementary Information Sheet (pages 47–48). NOTE: The Project Description should provide additional information and detail about the project and its development. Do not duplicate your Summary of Project Description, found on page 41 (Organization Grant Application NEA–3).

9. Brief biographical information for each artist. (No more than two pages per artist. Do not include reviews or other press materials.)

10. A statement of no more than two pages that includes:

    — A brief description of the organization.
    — A description of the relationship between the artists and the organization (including ownership of completed work and division of responsibilities between artists and organization).
    — Plans for production/performance of the work, if applicable. For documentation projects, also include plans for use and/or distribution of the documentation.

    Attach brief biographical information for the person responsible for administering the project.

11. One sample of previous work by each of the principal participants. These samples are essential to the review process, and should be submitted in the format most appropriate to the art form. Applications without work samples will be severely jeopardized in the review process. Work samples should convey a clear sense of the artists' conceptual approach to the project and be representative of current work.

**Special Arts Events**

In addition to items 1–7, outlined on pages 17–18, submit items 12–17:

12. A one-page schedule of events, listing participating artists/companies, performance date(s), and locations.

13. A one-page statement describing the programming philosophy and thematic focus of the proposed event and the interdisciplinary nature of the works to be presented.

(Continued on next page)

14. **Two copies** of a one-page description of the organization sponsoring the event.
15. **Two copies** of brief biographical information on the person responsible for administering the project.
16. Letters of intent from all professional artists and/or arts organizations most directly involved in the project.
17. Representative work samples of artists listed.

**How to Submit Videotapes, Audiotapes, Films, Text, and Slides:**

1. Label each sample clearly with the name of the applicant organization and the name of the artist(s).
2. List each sample on the Supplementary Information Sheet on page 47.

Additional descriptions or details of work samples may be submitted on separate sheets of paper; however, you must provide a brief summary on the Supplementary Information Sheets. Do not submit photographs, original sketches, television news reports, books, reviews, or two samples of the same work.

All samples will be returned by regular mail after the review process has been completed. The Endowment can not be responsible for any loss or damage.

Format for Submission

- Videotapes: Cue tapes to the most representative section of the work. Tapes that are not cued will be reviewed from the beginning of the tape. Tapes must be either ½" open reel or ¾" or ½" cassette (Beta or VHS). ¾" videotape cassettes are preferred. 1" or 2" videotapes cannot be played for the review panel.
- Audiotapes: Cassettes are preferred, cued to the most representative section of the work. Different works should be submitted on different cassettes.
- Films: Submit either 16mm optical, magnetic or double system or Super-8 magnetic or double system. Films should be loaded on standard projection reels heads out, in cases. Films in 35mm cannot be projected for the review panel.
- Texts: Submit **two copies** of written texts in abbreviated or excerpted form (no more than five pages). Recorded readings of texts, where appropriate, are preferred (see audiotapes).
- Slides: Submit no more than 12 slides per artist. Submit each artist's set in a separate 9" × 11" clear plastic sheet for safe handling and ease of return.

List each complete set on the Supplementary Information Sheet as one sample. A listing of the individual slides may be attached. Slides must be 35mm, suitable for carousel projection, numbered and labeled with the artist's name. Do not submit glass slides.

# Artists' Colonies

This category supports artists' colonies or workplaces where professional artists can reside in order to develop their work in an atmosphere that is free from distractions. These organizations must foster the creative work of artists of the highest quality and must be of national or regional significance.

## Eligibility

In addition to meeting the legal requirements on page 30, each applicant must:

- Currently provide uninterrupted time, working space, and residential facilities for artists from more than one arts discipline (see "Important Information" on page 5).
- Utilize rigorous procedures in the recruitment, selection, and rotation of artists.
- Have full-time, year-round paid professional staff.

Former grantees must submit required Final Reports for all completed Inter-Arts Program grants since Fiscal 1983 and an interim narrative report on any current grant to be eligible for subsequent funding. These reports must be submitted by the application deadline.

## What We Fund

- Activities designed to strengthen the organization, including:
  - —Diversification of funding resources.
  - —Broadening the participation of artists from a wide variety of arts disciplines, ethnic backgrounds, and geographical areas.
  - —Broadening visibility among artists and the general public.
- Costs associated with artists' residencies, including:
  - —Preparation of working facilities.
  - —Living accommodations and/or stipends.
  - —Artists' equipment and materials.
- Projects designed to extend or diversify the capabilities of the organization, including:
  - —Development of cooperative programs.
  - —Development of artists' residency exchange programs with colonies in other countries.
  - —Development of residencies for groups of collaborating artists.

Projects that enhance or extend the organization's ability to offer residencies to a broad range of artists will be given priority.

## What We Do Not Fund

- Artists' residencies that require teaching.
- Start-up costs for organizations.
- Construction or renovation of facilities.
- Basic real estate and maintenance costs.
- Artists' living/studio spaces that are not offered on a rotating basis.
- Programs that provide residencies for artists in only one discipline (see "Important Information" on page 5).

## Review Criteria

In reviewing applications, panelists consider the following factors:

- Quality of the artists' recruitment, selection, and rotation policies and procedures.
- Quality of the artists' living and working facilities.
- Extent of efforts to recruit artists from a variety of arts disciplines, ethnic backgrounds, and geographical areas.
- Evidence of clear, achievable objectives for the project.
- Number and characteristics of artists and their days in residence as compared to the facility's maximum capacity.
- Evidence that the applicant has budgeted appropriately for the project.
- Organizational stability and fiscal responsibility.
- Experience and competence of the staff involved with the project.
- Completeness of the application.

(Continued on next page)

**Grant Amounts**

Grant amounts are determined by the quality and merit of the project, the number of requests, and the funds available in this category.

In general, grants do not exceed $35,000 and most are for less. Grants usually range between $10,000 and $20,000.

**Matching Funds**

Grants must be used to pay no more than half the cost of the project.

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The revision may involve a reduction in the scope of the project and/or an adjustment of the budget to include increased funds from non-Endowment sources.

**Continuing Support**

Continuing support is contingent upon an organization's quality and administrative stability, as well as the funds available in this category. A grant awarded one year does not imply Endowment support for subsequent years.

**Scope of Project**

While applications for new projects are welcome, applicants may request assistance to continue and strengthen existing activities. Organizations should not plan activities that can be sustained only with continued Endowment support.

**Deadline and Announcement Dates**

Complete application packages must be postmarked no later than November 7, 1986. Do not expect notification of awards and rejections before June 1987. Projects may begin any time after July 1, 1987 and may not extend beyond one year of the start date.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

**Final Reports**

At the end of the grant period, the Endowment requires final fiscal and descriptive reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Grantees who have failed to submit required final reports for previous grants are not eligible for subsequent funding.

**Acknowledgment of Endowment Support**

If you receive a grant, all published materials and announcements regarding the project must credit the National Endowment for the Arts.

## How to Apply/Artists' Colonies

Please send the materials outlined below under one cover to:

Grants Office/INTARTS, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

All materials must be typed on letter-size paper. Please submit materials in the order and format shown below. Number and label each item submitted and indicate if any particular item is not applicable to your organization. Be sure to keep copies for your records.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

(Continued on next page)

1. The completed Application Checklist on page 55.

2. **Four copies** of Organization Grant Application Form NEA–3 (Rev.). One copy must be the typed, signed original. Instructions on completing this form start on page 32.

3. One copy of the Assurance of Compliance Form on page 53. All applicants must submit a completed form whether or not one has been submitted previously.

4. One copy of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying the applicant as a unit of state or local government.

5. The completed Application Acknowledgment Card on the back cover of these guidelines.

In addition to items 1–5 outlined above, please assemble **three sets** of the following materials and submit each set in a separate folder or envelope as part of your application package.

6. The completed Artists' Colonies Supplementary Information Sheet on page 49. Instructions on how to complete the Artists' Colonies Supplementary Information Sheet can be found on page 36.

7. For your most recently completed fiscal year and current year-to-date: a summary by discipline of artists who have stayed at the colony. Include a separate, brief biographical sketch on each artist, including a description of work undertaken at the colony.

8. A list of names, with professional qualifications, of members of the Selection Committee. Describe briefly how Committee members are selected and the basis on which they are rotated.

9. A description of the full admissions procedure for artists, including detailed information on methods used to recruit artists.

10. The form artists use to apply to your colony.

11. A list of grants received from the Arts Endowment beginning with Fiscal Year 1985. This list should include: (a) the program category under which the grant was received, (b) the grant number, (c) the grant amount, and (d) a one-line description of the project that the grant supported. Also, please submit a list of any applications currently pending in other Endowment programs with a one-line description of each application project. Reminder: Organizations may not receive funds from more than one Endowment program for the same expenses.

12. Final fiscal and narrative reports on any completed Inter-Arts Program grants since Fiscal 1983, if not previously submitted. Current grantees should provide an interim narrative report of no more than two pages on projects still under way.

## Services to the Arts

This category supports activities that are exemplary in providing professional artists and arts organizations with resources essential for artistic growth and development. These activities must have significant national or regional impact and affect a broad variety of arts disciplines.

### Eligibility

In addition to meeting the legal requirements on page 30, organizations must:

- Provide services to constituents in more than one arts discipline (see "Important Information" on page 5).
- Have full-time, year-round paid professional staff.

Former grantees must submit required Final Reports for all completed Inter-Arts Program grants since Fiscal 1983 and an interim narrative report on any current grant to be eligible for subsequent funding. These reports must be submitted by the application deadline.

### What We Fund

Projects which provide services for artists and/or arts organizations designed to:

- Increase financial or volunteer resources for the arts.
- Increase skills and resources available to developing arts institutions.
- Disseminate information related to advances in the field.
- Reduce costs and/or increase the quality of arts activities. These projects should have the potential for a broad application to the arts.
- Encourage arts managers to work with smaller arts organizations (for additional information, see page 26).

These examples are not intended to preclude other significant service activities for artists/arts organizations. Applications must demonstrate how the proposed activity will serve a need not being currently addressed through other mechanisms and must include plans for evaluation.

### What We Do Not Fund

- Services directed to a single arts discipline or single institution.
- Services directed primarily to neighborhood arts groups. (Regional or national organizations providing services to such groups may be eligible under the Expansion Arts Program. See "Important Information" on page 5.)
- Newsletters, unless they are part of an overall national or regional service program.
- Equipment purchase.
- Projects with little regional or national significance.
- Start-up costs.
- Fees paid to artists for performances or exhibitions.
- Ticket subsidies.

### Review Criteria

In reviewing applications, panelists consider the following factors:

- Merit of the project
  - —Documentation of the need for the project, particularly in relation to existing resources.
  - —The nature and size of the constituency to be served.
  - —Evidence of a commitment to underserved areas or populations.
  - —Evidence of clear, achievable objectives for the project and its completion.
- Organizational capabilities
  - —The quality and effectiveness of service currently being provided.
  - —The experience and competence of the staff involved with the project.
  - —The applicant organization's stability and fiscal responsibility.
- Completeness of the application

### Grant Amounts

Grant amounts are determined by the quality and merit of the project, the number of requests, and the funds available in this category. Grants generally range between $5,000 and $15,000, although some grants are made in higher amounts rarely exceeding $35,000.

(Continued on next page)

**Services to the Arts, Matching Funds continued**

Grants may be used to pay no more than half the cost of any project.

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The revision may involve a reduction in the scope of the project and/or an adjustment of the budget to include increased funds from non-Endowment sources.

**Continuing Support**

Continuing support is contingent upon an organization's quality and administrative stability, as well as the funds available in this category. A grant awarded one year does not imply Endowment support for subsequent years.

While applications for new or innovative activities are welcome, applicants may request assistance to continue and strengthen existing activities. Organizations should not plan activities that can be sustained only with continued Endowment support.

**Deadline and Announcement Dates**

Complete application packages must be postmarked no later than November 7, 1986. Do not expect notification of awards and rejections before June 1987. Projects may begin any time after July 1, 1987 and may not extend beyond one year of the start date.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

**Final Reports**

At the end of the grant period, the Endowment requires final fiscal and descriptive reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Grantees who have failed to submit required final reports for previous grants are not eligible for subsequent funding.

**Acknowledgment of Endowment Support**

If you receive a grant, all published materials and announcements regarding the project must credit the National Endowment for the Arts.

## How to Apply/Services to the Arts

Please send the materials outlined below under one cover to:

Grants Office/INTARTS, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

All materials must be typed on letter-size paper. Items 1–13 should be submitted in the order and format shown below. Label and number each item submitted and indicate where a particular item is not applicable to your organization. Be sure to keep copies for your records.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

1. The completed Application Checklist on page 55.
2. **Four copies** of Organization Grant Application Form NEA–3 (Rev.). One copy must be the typed, signed original. Instructions on completing this form start on page 32.
3. The Assurance of Compliance Form on page 53. All applicants must submit a completed form whether or not one has been submitted previously.
4. One copy of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying the applicant as a unit of state or local government.
5. The completed Application Acknowledgment Card on the back cover of these guidelines.

(Continued on next page)

In addition to items 1–5 outlined above, items 6–13 should be assembled in **three sets.** Each set should be in a separate folder or envelope as part of your application package.

6. **Three copies** of the completed Service Organizations Supplementary Information Sheet (see pages 51–52). Instructions on how to complete the Service Organizations Supplementary Information Sheet can be found on page 38.

7. A one-page description of your project plan. This description should include:

   a. The name of the organization and title of the project.
   b. Names of the project director and staff involved in the project. If any new staff positions are to be introduced for the project, please identify them.
   c. The estimated number of artists and/or arts groups who will benefit from this project.
   d. The primary objectives of the project and the relation of the project to your organization's goals.
   e. Evidence of the need for the project (attach documentation).
   f. Methods of implementation and evaluation.

   This project plan should be an amplification of the project description on the first page of the Organization Grant Application Form NEA–3 (Rev.).

8. A list of your members or others for whom you provide services.

9. A list of current board members.

10. Typed schedules of activities for the current and upcoming years. Brochures and booklets may also be submitted, but are not substitutes for the typed lists required here.

11. Brief biographies outlining the professional experience of staff directing or implementing the project for which support is requested. If there are jobs currently unfilled, please provide a position description. Provide no more than one page on each individual or position.

12. A list of grants received from the Arts Endowment beginning with Fiscal Year 1985. This list should include: (a) the program category under which the grant was received, (b) the grant number, (c) the grant amount, and (d) a one-line description of the project that the grant supported. Also, please submit a list of any applications currently pending in other Endowment programs with a one-line description of each application project. Reminder: Organizations may not receive funds from more than one Endowment program for the same expenses.

13. Final fiscal and narrative reports on any completed Inter-Arts Program grants since Fiscal 1983, if not previously submitted. Current grantees should provide an interim narrative report of no more than two pages on projects still under way.

## Arts Management Initiative

The Arts Management Initiative developed from discussions with artists and artist managers. The goal of the Arts Management Initiative is to explore a variety of approaches to helping small artists' companies and ensembles find and afford managers with professional skills. A plan for evaluation of this Initiative will be formulated with the assistance and participation of the grantee organizations.

### Eligibility

Organizations applying must meet the eligibility requirements of the Inter-Arts Program's Services to the Arts category on page 23. In addition, applicants must demonstrate an ability to:

- Administer funds for distribution to small arts organizations.
- Provide technical assistance to arts organizations and managers.

Arts organizations needing managers or staff are not eligible to apply in this category; only service organizations may apply here.

### We Fund

Projects which will:

- Encourage the development of a group of professional managers who are committed to working with smaller arts organizations.
- Assist small organizations in acquiring professional management not otherwise affordable.
- Provide managers with expanded opportunities for career development.

### We Do Not Fund

- Salaries of existing staff positions of arts organizations.
- Individual arts organizations that wish to hire a new manager.
- New staff positions in the applicant organization to implement this project.

### Review Criteria

In reviewing applications the panel will consider the following factors:

- Merit of the project
  - —Quality of the project plan and the applicant's ability to carry it out.
  - —Methods and criteria to be used for the selection of arts organizations and arts managers, including:
    a. Degree of artist involvement in the planning and selection process.
    b. Artistic quality and diversity of the arts organizations which will benefit from the project.
  - —Applicant organization's commitment to this project.

- Organizational capabilities
  - —Quality and effectiveness of current services provided by the applicant organization.
  - —Applicant organization's stability and fiscal responsibility.
  - —Diversity of matching funds for this project.
  - —Need for the project, particularly in relation to existing resources.

- Completeness of the application

### Grant Amounts and Matching Funds

This is a pilot program. Funds are extremely limited. Grant amounts will be determined by the number of requests and the quality and merit of applications meeting the Review Criteria. Grants amounts are not expected to exceed $35,000 and most awards will be for less.

This Initiative anticipates a financial partnership among:

- A central administering service organization (i.e., the applicant organization).
- The participating arts organizations (i.e., the recipients of new staff members).
- The National Endowment for the Arts.

Grants may be used to pay no more than half the cost of any project.

(Continued on next page)

**Deadline and Announcement Dates**

Interested organizations should contact the Inter-Arts Program (202/682-5444) before applying.

Applications must be postmarked no later than November 7, 1986 for projects starting any time after July 1, 1987. Notification of awards and rejections will be made before June 1987.

**How to Apply/ Arts Management Initiative**

Please send the materials outlined below under one cover to:

Grants Office/INTARTS, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

All materials must be typed on letter-size paper. Submit items in the order and format shown below. Number and label each item submitted and indicate if any particular item is not applicable to your organization. Be sure to keep copies for your records.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

1. The completed Application Checklist on page 55.

2. **Four copies** of Organization Grant Application Form NEA–3 (Rev.). Indicate on the application form the category of support as "Services to the Arts—AMI." One copy must be the typed, signed original. Instructions on completing this form start on page 32.

3. One copy of the Assurance of Compliance Form on page 53. All applicants must submit a completed form whether or not one has been submitted previously.

4. One copy of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying the applicant as a unit of state or local government.

5. The completed Application Acknowledgment Card on the back cover of these guidelines.

6. One copy of the Service Organizations Supplementary Information Sheet on pages 51–52. Instructions on how to complete the Service Organizations Supplementary Information Sheet can be found on page 38.

The following materials should be in **three separate sets:**

7. A description of the project plan, outlining the objectives and methods of implementation. Please limit the narrative to no more than four pages.

   The project plan should address the following:

   - Nature and extent of services to be provided to participating arts organizations during the project.
   - Services to be provided to the arts managers during the project.
   - Process and criteria to be used for the recruitment and selection of the participating arts organizations and the arts managers receiving assistance.
   - Strategies for project evaluation.
   - Estimated number of arts organizations/managers to benefit from the project.

(Continued on next page)

8. Professional qualifications of the staff responsible for administering the project.

9. A project budget that indicates the sources of support for each aspect of implementation.

10. A list of grants received from the Arts Endowment beginning with Fiscal Year 1985. This list should include: (a) the program category under which the grant was received, (b) the grant number, (c) the grant amount, and (d) a one-line description of the project that the grant supported. Also, please submit a list of any applications currently pending in other Endowment programs with a one-line description of each application project. Reminder: Organizations may not receive funds from more than one Endowment program for the same expenses.

11. Final fiscal and narrative reports on any completed Inter-Arts Program grants since Fiscal 1983, if not previously submitted. Current grantees should provide an interim narrative report of no more than two pages on projects still under way.

Information submitted as additional supplementary material is welcome; however, please identify each item separately.

## Other Programs of Interest

If you are interested in contacting any of the programs described below, call the number provided or write:

_____ (Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

### Challenge Grants

Challenge Grants are designed to help arts institutions broaden the base and increase the level of contributed support from nonfederal sources. Organizations receiving Challenge Grants must match every Federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. Applicants are expected to have comprehensive, long-range institutional development plans and fundraising strategies at the time of application. (202/682-5436)

### Office for Special Constituencies

The Office for Special Constituencies assists individuals and nonprofit organizations in making arts activities accessible to older adults, disabled and institutionalized populations. As part of its advocacy and technical assistance efforts, model project guidelines are developed with Endowment programs on a one-time basis to encourage projects that demonstrate innovative ways to make the arts accessible. Please call or write the Office concerning current model project guidelines, technical assistance materials relating to accessibility, or for assistance in developing accessible programs. (202/682-5531 or 202/682-5496 Voice/TTY)

### National Endowment Arts Management Fellowships

The National Endowment Arts Management Fellowships bring arts administrators to the Endowment's offices in Washington, D.C. Participants work as members of the Endowment staff and attend seminars and meetings with arts leaders. (202/682-5786)

### International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Fellowships are awarded to outstanding mid-career practicing artists who show promise of becoming leaders in their field. They cover six- to nine-month residences in Japan. (202/682-5562)

Up to ten fellowships for work and study in France are awarded each year to American artists in various disciplines and to art museum curators. Fellowships are awarded to outstanding mid-career professionals. They cover residencies of up to one year in France. (202/682-5562)

### Other Endowment Programs

Since the Inter-Arts Program covers many art forms and disciplines, you may want to find out about other Endowment programs in various fields. The Dance, Design Arts, Expansion Arts, Folk Arts, Literature, Media Arts, Museum, Music, Opera-Musical Theater, Theater, and Visual Arts Programs, and the State Programs (for State Arts Agencies), the Artists in Education Program, and the Test Program of Support for Local Arts Agencies may also be of interest.

For a copy of Guide to the National Endowment for the Arts, write or call:

Public Information Office
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
202/682-5496 Voice/TTY

# Application Information for Organizations

## Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.[1] Organizations qualifying for this status must meet the following criteria:

  (1) No part of net earnings may benefit a private stockholder or individual.

  (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.

- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and, where applicable, Title IX of the Education Amendments of 1972. Title VI, Section 504, and the Age Discrimination Act bar discrimination on the basis of race, color, national origin, personal handicap, or age in Federally assisted projects. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.

- Compensate professional personnel, laborers, and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

[1]Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201.

## Methods of Funding for Organizations

Two types of grant funds are available to organizations applying under these guidelines: Program Funds and Treasury Funds. They are both explained below.

### Program Funds

Program Fund grants to organizations usually must be matched at least one-to-one by nonfederal funds. Applicants must show (in Section X of the Organization Grant Application Form) that at least half the cost of the project will be met by the applicant. Anticipated sources of matching funds must be identified. Budgeted funds, as well as newly raised funds, generally may be used to match the Endowment grant.

### Treasury Funds

Treasury Fund grants, designed to help applicants increase or sustain nonfederal contributions, generally must be matched with at least three nonfederal dollars for each Federal dollar. They are not available for projects or in amounts different from those specified in the regular guidelines.

Organizations applying for a Treasury Fund grant should so indicate in Section VII of the Organization Grant Application Form. The process of applying for and receiving Treasury Fund grants is similar to that for Program Fund grants. The amount requested from the Endowment, however, may not exceed 25% of the total project cost.

The release of Federal funds is contingent upon the following: an applicant's securing and documenting for the Endowment, pledges and/or private donations at least equal to the amount of Federal funds; and the approval by the Endowment of this documentation. This is referred to as the first match. The remaining minimum project cost (at least double the Federal monies) must be met with additional matching funds secured by the grantee organization.

For example:

| | |
|---|---|
| Endowment grant | $20,000 |
| First match by applicant | $20,000 |
| Additional matching by applicant | $40,000 |
| Minimum project cost | $80,000 |

Organizations interested in applying for a Treasury Fund grant are urged to contact the Program before applying.

## Instructions for Completing Organization Grant Application Form NEA–3 (Rev.)

These instructions are keyed to the numbered sections of the application form found on page 41. Applicants are encouraged to contact the Inter-Arts Program at 202/682-5444 with questions or for additional information.

I. **Applicant organization.** The name provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government.

II. **Category under which support is requested.** Please indicate the appropriate category by checking one of the following at the top of the application:

Presenting Organizations
  Grants to Presenting Organizations
  Services to Presenting Organizations
Interdisciplinary Arts Projects
Artists' Colonies
Services to the Arts
  Arts Management Initiative

III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project. Generally the Endowment limits its financial participation in any project to 12 months or less.

IV. **Summary of project description.** In the space provided, specify clearly how the requested funds will be spent. Do not use photoreduction to fit more words in this space.

V. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VI. **Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction IX for further explanation.

VII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest $10. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI.

If applying for a Treasury Fund Grant, the amount shown here should not be more than 25% of the Total Project Costs. Treasury Fund applicants should read carefully the information on page 31.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants and Revenues"), equal the total cost of the project.

VIII. **Organization total fiscal activity.**

A. **Expenses** should include Arts Endowment projects funded and anticipated.

B. **Contributions, grants, & revenues** should include Endowment grants received and anticipated.

Units of larger institutions, such as university presenters, should show the fiscal activity of the unit only and not that of the parent organization.

IX. **Budget breakdown for summary of estimated costs.**

A. **Direct costs** are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates not lower than the prevailing minimum compensation as set out in the Code of Federal Regulations. See page 30. Fringe benefits may be included here only if not included as indirect costs.

(Continued on next page)

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than $500 with an estimated useful life of less than two years.

3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.

4. **Permanent equipment** includes purchased equipment costing $500 or more with an estimated useful life of two or more years. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.

5. **Fees for services and other expenses** include consultant and artists' fees, honoraria, contractual services, rental of space or equipment, telephone, photocopying, postage, and transportation of items other than personnel. With consultant and artists' fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. **Indirect costs** are those "overhead" costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency. A copy of the agreement must accompany the application.

X. **Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds.

A. **Contributions:**

1. **Cash** donations anticipated for this project, including funds provided from the operating budget of the organization and donation of staff time.

2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project costs.

B. **Grants** include all or a pro rata share of grants either wholly or partially restricted for use on this project. For each, please indicate whether the grant has been approved or is anticipated. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.

C. **Revenues** include all other funds, regardless of source, expected to be used on this project.

XI. **State Arts Agency notification** urges each applicant to advise his or her state arts agency that this application is being made.

XII. **Certification** must be signed by an official of the applicant organization with legal authority to obligate the organization.

## Instructions for Completing Presenting Organizations Supplementary Information Sheet

These instructions are keyed to the numbered sections of the form on page 45. Applicants are encouraged to contact the Inter-Arts Program at 202/682-5444 with questions or for additional information.

1. **Applicant Organization.** Be sure to use the same name as that on the first page of NEA–3 (Rev.). The "year founded" refers to the overall organization or institution, while the "first year as a presenting organization" refers to the year during which the organization first began activities as a professional presenting organization.

2. **Executive Director/Project Director.** If someone other than the Executive Director or Project Director was responsible for completing this form, please indicate his/her name and phone number instead of the Executive Director or Project Director.

3. **Function of institution.** Explanation is on form.

4. **Description of facilities.** Explanation is on form.

5. **Rehearsal space.** Self-explanatory.

6. **Stage floor composition.** Self-explanatory.

7.a. **Revenues and expenses for professional arts presentations.** List your revenue and expenses only for presentation activities, i.e., touring shows, performing companies based outside your facility, performances or exhibitions that you contract for presentation in your facility. (These revenues/expenses are distinct from finances for "produced" arts events which involve responsibility for the creation of the artistic work and the assembly of the artistic elements of a production.) These presentation revenues/expenses may be distinct from the finances listed on the Organization Grant Application Form NEA–3 (Rev.) as "organization total fiscal activity" (Item VIII.) or the finances listed as your project budget (Items IX. and X.).

   Be sure to list both the dollar amounts requested for each item for both seasons listed, as well as the percentage of your overall budget that each item represents.

   **Revenues**

   **Ticket sales.** Income derived from admission to presented events only.

   **Other earned income.** Rentals, concessions, any income not included in other categories listed.

   **Federal government.** Grants from any Federal agency.

   **Other government.** Grants from local (city or county) or state agencies.

   **Individuals.** Contributions from private individuals, memberships, support from "friends" organizations. The appropriate portion of revenue from benefits should be included here.

   **Corporations and foundations.** Private sector support not listed under "individuals," including united fund appeals.

   **Host institution/Interest from institution's endowment.** Monies contributed from the overall organization (such as a university), student fees, interest from any endowment funds, or carry-overs from previous fiscal years.

(Continued on next page)

**Expenses**

**Artist fees.** Contracted fees for artists presented, including travel and lodging, and/or amount of box-office income paid to artists.

**Wages and contracts.** Salaries, including fringe benefits, for all personnel involved with presentation functions and contractual expenses for consultants. Be sure to pro-rate all appropriate staff salaries that apply to the administration of the presenting program according to the percent of time allocated to the presenting program only. Include here hourly fees and contracts paid for technical services and administrative functions.

**Advertising, promotion, publicity.** Expenses, other than personnel and contracts, involving marketing of events to the public.

**Other back and front of house costs.** Expenses, other than personnel and contracts, connected with technical services or house management in the actual presentation of events.

**Other administrative costs.** Expenses, other than personnel and contracts, connected with office management, fundraising activities, rent, mortgage, taxes, heat, lighting, electricity, etc.

**Year end balance.** Please attach an explanation for any deficits/surpluses.

**7.b.** **87/88 Projection.** List your projected revenues and expenses only for presentation activities.

**8.** **Dollar value of in-kind contributions.** Self-explanatory.

**9.a.** **Attendance statistics** (do not include produced events). For both seasons listed, please list exact figures for attendance, broken out according to paid and unpaid, for all presented events in the season, except exhibitions. Only list events that are coded 01–04 on page 46; do not include rentals or self-presented/resident organization events. The "season's total capacity" item should be completed by all applicants, even for festivals/outdoor events. DO NOT include capacity figures as they relate to exhibitions. In order to find a season's total capacity, simply multiply the number of presented performances in a season in a given space by the capacity for that space. If the organization uses more than one space, add the total capacity figures for each space to arrive at the season's total capacity for the organization.

The % of Overall Capacity Filled is the Total Attendance figure divided by the Season's Total Capacity.

**9.b.** **Exhibition attendance.** Self-explanatory.

**10.** **Subscription income.** Self-explanatory.

**11.** **Ticket prices.** For the seasons listed, write in the highest (non-benefit) ticket price and lowest ticket price for presented attractions.

**12.** **Average ticket price.** Total ticket revenue divided by total paid attendance will equal an average ticket price. Please be sure that Total Ticket Revenue listed here is the same as 85/86 Season Ticket Revenue in Item 7. If the Average Ticket Price is inconsistent with your high or low ticket prices, please attach an explanation.

**13/14.** **Presentations/Engagements.** A "presentation" corresponds to an individual performance while an "engagement" refers to the contracted event, for which there may be many performances. Generally, the number of engagements will be less than the number of performances; i.e., one company could be engaged for several performances. Do not include produced events or rentals.

**15.** **Beginning and ending dates of 85/86 season.** Self-explanatory.

## Instructions for Completing Artists' Colonies Supplementary Information Sheet

These instructions are keyed to the numbered sections on page 49. Applicants are encouraged to contact the Inter-Arts Program at 202/682-5444 with questions or for additional information.

1. **Applicant Organization.** Be sure to use the same name as that on the first page of NEA–3 (Rev.), Section I.

2. **Executive Director.** Self-explanatory.

3. **Contact person.** Indicate an individual other than the Executive Director, if applicable.

4. **Summary of revenues and expenses.** List revenues and expenses for the fiscal years ending in calendar years 1986 and 1987 only.

   **Revenues**

   **Residency fees.** Income derived from fees charged or requested of artists in residence.

   **Other earned income.** Earned income other than residency fees; e.g., rental income, consultancies, admission fees, benefits, interest from endowment funds.

   **Expenses**

   **Salaries and wages.** Salaries, including fringe benefits, for all personnel involved with ongoing administrative functions. Include here hourly fees and contracts paid for technical services, administrative and maintenance staff.

   **Consultant and jury fees.** Fees paid to individuals contracted to assist in the selection of artists.

   **Office and household expenses.** Office and household supplies, equipment expenses required for daily operations (e.g., paper, photocopying, soap, cleaning).

   **Utilities and maintenance expenses.** Heat, electricity, water, major equipment and vehicle maintenance or repair.

   **Fundraising.** Expenses directly related to fundraising activities such as benefits or endowment drives.

   **Artist stipends and/or subsistence.** Fees paid to artists for living expenses and meal expenses.

5. **In-kind contributions.** Estimate the dollar value of donated goods or services; e.g., volunteer consultants, donated materials, equipment, supplies, office or meeting space.

6. **Application/residency information.** Indicate the number of applications reviewed for residencies, the number of artists who attended, and the total number of days artists were in residence for each discipline category. Also identify the total number of application forms distributed.

7. **Length of stay.** Indicate the minimum and maximum periods of time artists may be in residence.

8. **Number of first-time residents.** Self-explanatory.

(Continued on next page)

**Instructions for Completing Artists' Colonies Supplementary Information Sheet, continued**

9. **Geographic distribution.** Provide the total number of artists in residence during the fiscal years ending in 1985 and 1986.

| REGION | STATES |
|---|---|
| Northeast | Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, Pennsylvania, Rhode Island, Vermont. |
| New York | |
| North Central | Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin. |
| South | Alabama, Arkansas, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, Virgin Islands, West Virginia. |
| West | Alaska, American Samoa, Arizona, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming. |
| California | |
| International | |

10. **Fee structure and waiver policies.** Indicate any restrictions or quantifications applied to artists in residence, and the policies relating to fee waivers or scholarships.

## Instructions for Completing Service Organizations Supplementary Information Sheet

This sheet should be completed by applicants under the Services to Presenting Organizations and Services to the Arts categories. These instructions are keyed to the numbered sections on page 51. Applicants are encouraged to contact the Inter-Arts Program at 202/682-5444 with questions or for additional information.

1. **Applicant Organization.** Be sure to use the same name as that on the first page of NEA–3 (Rev.), Section I.

2. **Executive Director.** Self-explanatory.

3. **Program Director.** Refers to the principal contact if other than Executive Director.

4. **Category code.** Explanation is on the form.

5. **Revenues and expenses.** List revenues and expenses for arts service activities ONLY (e.g., consultants, newsletters, conferences, seminars, workshops, referrals, and various printed materials). State arts agencies are not required to complete this section; however, please provide the information if it is available.

   These revenues and expenses should be for the fiscal years ending in calendar years 1986 and 1987 only.

   Be sure to list both the dollar amounts of each item for both fiscal years and the percentage of your overall budget that each item represents.

   **Revenues**

   **User fees.** Income derived from specific services for which a specific fee is charged, excluding membership fees or dues.

   **Memberships and dues.** Annual fees for which specific services are regularly provided.

   **Other earned income.** Any earned income which is not included in the categories listed above; e.g., interest from endowment funds.

   **Expenses**

   **Salaries, wages and contracted consultants.** Salaries, including fringe benefits, for all personnel involved with service functions and any contractual expenses for consultants. Include here hourly fees and contracts paid for technical services and administrative functions.

   **Advertising, promotion and publicity.** Expenses, other than personnel and contracted consultants, for the marketing of available services.

   **Publication and newsletter production.** Self-explanatory.

   **Travel.** Expenses of salaried and contracted personnel included under "Salaries, wages and contracted consultants."

   **Office expenses.** For example, expenses for rent, telephone, utilities, insurance, photocopying, postage.

   **Artist fees, sub/re-grants.** Any contracted fees or income provided to artists (including travel and lodging) and funds granted or restricted to organizations other than the applicant; e.g., state arts agency grant funds or united arts funds.

6. **Value of in-kind contributions for service activities.** Non-cash contributions of goods or services; e.g., volunteer consultants, donated materials, equipment, supplies, office or meeting space.

(Continued on next page)

**structions for ompleting ervice Organizations upplementary formation Sheet, ontinued**

7. **Primary service methods.** Indicate what percent of the organization's total resources are used in providing the listed services and the estimated number of artists and arts groups which directly benefit from these services within any year.

   **Conferences and seminars.** Self-explanatory.

   **On-site training.** Guidance provided by the service organization directly on premises.

   **Consultant services.** Guidance provided by applicant organization, or by contracted consultants, on specific topics/issues.

   **Publications and manuals.** Books, handbooks, and reference materials produced by the applicant organization.

   **Periodicals.** Magazines and newsletters produced by the applicant organization.

   **Referrals.** Clearinghouse activities.

8. **Evaluation methods.** Indicate which methods are used in assessing the quality and effectiveness of services. Note: External audit refers to review by an outside evaluator, and is not a financial audit; an internal audit refers to review conducted by an inside evaluator.

9. **Principal service objective(s).** Provide a summary of service objective(s) in this space. If further elaboration is necessary, you may attach sheets in addition to but not in place of this item.

10. **Subject areas addressed.** Self-explanatory.

11. **Eligibility criteria and fee structure.** Indicate any restrictions or qualifications that apply to those who wish to use services; e.g., are services available only to members? Are they provided only to those who pay fees? Is there a fee waiver policy?

12. **Methods of determining service needs.** Indicate how constituent needs are determined and how changing needs are addressed through service activities.

**Note: This booklet contains only one copy of the Organization Grant Application Form NEA–3 (Rev.). If you plan to apply for assistance in more than one category, please make photocopies of the blank form. Do not request additional forms from the Program.**

OMB No. 3135–0061 Expires 1/31/87



# Inter-Arts Program Fiscal Year 1987

# Organization Grant Application Form NEA–3 (Rev.)

**Submit the original and three copies of this form to: Grants Office/INTARTS, 8th Floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.**

**I. Applicant Organization (name, address, zip)**

**Project Director:**

**II. Category under which support is requested:**

- ☐ Presenting Organizations
  - ☐ Grants to Presenting Organizations
  - ☐ Services to Presenting Organizations
- ☐ Interdisciplinary Arts Projects
- ☐ Artists' Colonies
- ☐ Services to the Arts
  - ☐ Arts Management Initiative

**III. Period of support requested:**

Starting _____ (month / day / year)

Ending _____ (month / day / year)

**IV. Summary of project description (Complete in space provided. Please DO NOT use photoreduction to fit more words into this space.)**

**V. Estimated number of persons expected to benefit from this project.**

**VI. Summary of estimated costs (recapitulation of budget items in Section IX)**

| | Total costs of project (rounded to nearest ten dollars) |
|---|---|
| A. Direct costs | |
| Salaries and wages | $ |
| Fringe benefits | |
| Supplies and materials | |
| Travel | |
| Permanent equipment | |
| Fees and other | |
| Total costs | $ |
| B. Indirect costs | $ |
| Total project costs | $ |

**VII. Total amount requested from the National Endowment for the Arts** $

NOTE: This amount (Amount requested): $

PLUS Total contributions, grants, and revenues (X., page 3): +

MUST EQUAL Total project costs (VI. above): =

**VIII. Organization total fiscal activity**

| | 1985–86 | 1986–87 Est. |
|---|---|---|
| A. Expenses | $ | $ |
| B. Contributions, grants & revenues | $ | $ |

Do not write in this space

PYS: $

**IX. Budget breakdown of summary of estimated costs** **2**

**A. Direct costs**

**1. Salaries and wages**

| Title and/or type of personnel | Number of personnel | Annual or average salary range | % of time devoted to this project | Amount $ |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**IX. Budget breakdown of summary of estimated costs (continued)** **3**

**4. Permanent equipment**

| | Amount $ |
|---|---|
| | |
| **Total permanent equipment** | $ |

**5. Fees for services and other expenses (list each item separately)**

| | Amount $ |
|---|---|
| | |
| **Total fees and other** | $ |

**B. Indirect costs**

**Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency**

**Rate** _____ **%** **Base $** _____ **Amount** $

**X. Contributions, grants, and revenues (for this project)**

**A. Contributions**

**1. Cash**

| | Amount $ |
|---|---|
| | |

**2. In-kind contributions (list each major item)**

| | |
|---|---|
| | |
| **Total contributions** | $ |

**B. Grants (do not list anticipated grant from the Arts Endowment)**

| | $ |
|---|---|
| | |
| **Total grants** | $ |

**C. Revenues**

| | $ |
|---|---|
| | |
| **Total revenues** | $ |
| **Total contributions, grants, and revenues for this project** | $ |

**XI. State Arts Agency notification**

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ yes _____ no

**XII. Certification**

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature X _____ Date signed _____
Name (print or type)
Title (print or type)
Telephone (area code)

Signature X _____ Date signed _____
Name (print or type)
Title (print or type)
Telephone (area code)

Project director

Signature X _____ Date signed _____
Name (print or type)
Title (print or type)
Telephone (area code)

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature X _____ Date signed _____
Name (print or type)
Title (print or type)
Telephone (area code)

*If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE THAT YOUR APPLICATION PACKAGE INCLUDES ALL MATERIALS OUTLINED IN THE "HOW TO APPLY" SECTION FOR YOUR CATEGORY. LATE APPLICATIONS WILL BE REJECTED.

INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:
The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

# Presenting Organizations Supplementary Information Sheet
## Fiscal Year 1987

Please see instructions on page 34.

1. Applicant Organization: _____ City: _____ State: _____
   Year founded: _____ First year as a presenter: _____ Telephone: _____
2. Executive Director: _____ Project Director: _____

3. [ ] Fill in this box with the category code that best describes the primary function of your institutional type. If your institutional type is not among those listed, please indicate 47—Other, and add a brief description.

07 Performance facility
08 Museum—art
10 Gallery/exhibition space
14 Festival
15 Art center
16 Arts council/agency
26 College/university
47 Presenter without facility
47 Other _____

4. Name below the primary facilities in which you present, and select the category code that best describes each from the list below. Also indicate stage size, seating capacity, and ownership status for each.

01 Traditional proscenium theater with fly loft space
02 Traditional proscenium theater without fly loft space
03 Proscenium theater convertible to thrust
07 Multi-purpose auditorium with fly loft space
08 Multi-purpose auditorium with stage but no fly loft space
15 Outdoor amphitheater or concert shell
19 Other (A) _____ (B) _____
04 Thrust stage theater
05 Arena stage theater
06 Flexible black box theater
09 Lecture hall with permanent stage
11 Gymnasium
18 Recital hall
19 Flexible exhibition space

| | Name | Type | Stage Size | Seating Capacity* | Owned or Rented |
|---|---|---|---|---|---|
| A. | | | w _____ x d _____ | | |
| B. | | | _____ x _____ | | |
| C. | | | _____ x _____ | | |

*or running feet for exhibition space

5. Do you have rehearsal space available? [ ] yes [ ] no
6. Stage floor composition: [ ] sprung wood [ ] wood over concrete [ ] tile over concrete [ ] concrete
   [ ] other (specify) _____

NOTE: Questions 7–15 relate only to PRESENTATION ACTIVITIES (i.e., touring shows, performing companies based outside your facility, etc.). Please do not include production or service activities.

7.a. Revenues and expenses allocated for professional arts presentations (do not include produced events):

| | 85/86 Season | | 86/87 Projection | |
|---|---|---|---|---|
| | Dollar Amount | Percentage | Dollar Amount | Percentage |
| REVENUES | | | | |
| Ticket revenues | $ | % | $ | % |
| Other earned income (include rentals here) | | | | |
| Federal government | | | | |
| Other government | | | | |
| Individuals | | | | |
| Corporations and foundations | | | | |
| Host Institution/Interest from institution's endowment | | | | |
| Total revenues | $ | 100% | $ | 100% |
| EXPENSES | | | | |
| Artist fees (including travel and lodging) | | | | |
| Wages and contracts (personnel) | | | | |
| Advertising, promotion, publicity | | | | |
| Other back and front of house costs | | | | |
| Other administrative costs | | | | |
| Total Expenses | $ | 100% | $ | 100% |
| Year end balance (Revenues minus Expenses) | $ _____ | | $ _____ | |

7.b. 87/88 Projection: TOTAL REVENUES $_____ TOTAL EXPENSES $_____

8. Estimate the dollar value of in-kind contributions (materials and labor) donated to your institution for:
   the 85/86 season $ _____ the 86/87 season $ _____ (projected)

(Continued on reverse)

# Presenting Organizations Supplementary Information Sheet
## Fiscal Year 1987 (continued)

Applicant organization: _____

**PLEASE NOTE: Do not include rentals or produced events for any items on this page.**

9a. Attendance Statistics: All presented performing arts and media events (excluding visual arts exhibitions)

84/85 Season

Total Paid Attendance + Total Unpaid Attendance = Total Attendance ÷ Season's Total Capacity = ____ % of Overall Capacity Filled

85/86 Season

Total Paid Attendance + Total Unpaid Attendance = Total Attendance ÷ Season's Total Capacity = ____ % of Overall Capacity Filled

9b. Attendance Statistics: Visual Arts Exhibitions

| | 84/85 | 85/86 |
|---|---|---|
| Paid | _____ | _____ |
| Unpaid | _____ | _____ |

10. What was your income from subscriptions in 84/85? $ _____ 85/86? _____

11. Ticket prices: Highest (non-benefit) ticket price in 84/85 $ _____ 85/86 $ _____ Lowest ticket price in 84/85 $ _____ 85/86 $ _____

12. Average ticket price: Total ticket revenue (85/86) ÷ Total paid attendance (85/86) = Average ticket price

13. Indicate the total number of professional presentations (i.e., performances) in each discipline for your 85/86 season, and the number of professional engagements/contracts (i.e., companies, solo artists, or exhibitions) this represents. Produced events may be listed in parentheses where appropriate.

| Number of Presentations | Number of Engagements | | |
|---|---|---|---|
| | | Ballet 01A | DANCE |
| | | Ethnic/Folk 01B | |
| | | Modern 01C | |
| | | Post Modern 01C | |
| | | Jazz/Tap 01D | |
| NA | | Film 09A | MEDIA |
| | | Radio 09B | |
| | | Television 09C | |
| | | Video 09D | |
| | | Classical 04A | THEATER |
| | | Modern 04A | |
| | | Experimental 04A | |
| | | Mime 04B | |
| | | Puppet 04D | |
| | | For Young Audiences 04E | |
| NA | | Conceptual Art 05A | VISUAL ARTS |
| | | Graphics 05B | |
| | | Inter-Media 05C | |

| Number of Presentations | Number of Engagements | | |
|---|---|---|---|
| | | Chamber 02B | MUSIC |
| | | Choral 02C | |
| | | Contemporary/New Music 02D | |
| | | Ethnic/Folk 02E | |
| | | Jazz 02F | |
| | | Popular (includes rock) 02G | |
| | | Solo/Recital 02H | |
| | | Symphonic 021 | |
| | | Interdisciplinary Performance Art 05E | OTHER |
| | | Opera 003 | |
| | | Musical Theater 04C | |
| | | Literature 010 | |
| | | Traditional Folk Arts (Other than Music and Dance) 012 | |
| NA | | Painting 05D | VISUAL ARTS |
| | | Sculpture 05F | |
| | | Crafts 007 | |
| | | Photography 008 | |

14. Total number of presentations: _____ Total number of engagements: _____

15. Beginning and ending dates of 85/86 season
Date of first presentation ____ / ____ / ____ Date of last presentation ____ / ____ / ____

OMB No. 3135–0061 Expires 1/31/87



# Interdisciplinary Arts Projects Supplementary Information Sheet Fiscal Year 1987

1. Applicant Organization: _____

2. Work Samples: A sample of previous work for each participant listed in your proposal must be submitted. Refer to the "How to Apply" section (page 19) for instructions on how to submit sample work.

Work Sample A

1. Name and role of artist on sample: _____
2. Format (e.g., video, audiotape, slides): _____
3. Title of work, site, and date: _____
4. Brief description of work: _____

_____

_____

5. Cue information (where applicable): _____

Work Sample B

1. Name and role of artist on sample: _____
2. Format (e.g., video, audiotape, slides): _____
3. Title of work, site, and date: _____
4. Brief description of work: _____

_____

_____

5. Cue information (where applicable): _____

Work Sample C

1. Name and role of artist on sample: _____
2. Format (e.g., video, audiotape, slides): _____
3. Title of work, site, and date: _____
4. Brief description of work: _____

_____

_____

5. Cue information (where applicable): _____

Work Sample D

1. Name and role of artist on sample: _____
2. Format (e.g., video, audiotape, slides): _____
3. Title of work, site, and date: _____
4. Brief description of work: _____

_____

_____

5. Cue information (where applicable): _____

Work Sample E

1. Name and role of artist on sample: _____
2. Format (e.g., video, audiotape, slides): _____
3. Title of work, site, and date: _____
4. Brief description of work: _____

_____

_____

5. Cue information (where applicable): _____

(If necessary, attach an additional copy of this form)

(Continued on reverse)

# Interdisciplinary Arts Projects Supplementary Information Sheet Fiscal Year 1987 (continued)

**Applicant Organization:** _____

6. **Detailed project description: The following should outline the nature and structure of the creative process to be employed, the extent of each participant's involvement, and the interdisciplinary concept of the project. The project description must be signed by each participant at the time of submitting the application. Letters of intent from the artists may not be submitted as a substitute for this form.**

7. **Name of Artist/Participant (typed or printed)** **Signature**

A. _____

B. _____

C. _____

D. _____

E. _____

# Artists' Colonies Supplementary Information Sheet
# Fiscal Year 1987

Please see instructions on page 36.

1. Applicant Organization: _____
   City: _____ State: _____
2. Executive Director: _____ Year Founded: _____
3. Contact person: _____ Phone: _____

4. Summary of revenues and expenses — Month Fiscal Year Ends: _____

| | Fiscal year ending in | |
|---|---|---|
| | 1986 | 1987 |
| REVENUES | | |
| Residency fees | | |
| Other earned income | | |
| Corporate contributions | | |
| Foundation grants | | |
| Other private contributions | | |
| Government grants—Federal | | |
| Government grants—State/Regional | | |
| Government grants—Local | | |
| Other revenues | | |
| Total revenues | | |
| EXPENSES | | |
| Salaries & wages | | |
| Consultant & jury fees | | |
| Office & household expenses | | |
| Utilities & maintenance expenses | | |
| Travel (staff & artists) | | |
| Fundraising | | |
| Artist stipends and/or subsistence | | |
| Other | | |
| Total expenses | | |
| YEAR END BALANCE (Revenues minus Expenses) | | |

5. Estimate the dollar value of in-kind contributions (materials, labor, etc.) donated in 1985 $ _____; 1986 $ _____.

6. Application/residency information
   (Please note if discipline is not applicable)

| | 1985 | | | 1986 | | |
|---|---|---|---|---|---|---|
| | appl. reviewed | artists attended | # artists days | appl. reviewed | artists attended | # artists days |
| Dance | | | | | | |
| Film/Video | | | | | | |
| Interdisciplinary | | | | | | |
| Literature | | | | | | |
| Music | | | | | | |
| Theater | | | | | | |
| Visual Arts | | | | | | |
| Other (specify) | | | | | | |
| TOTALS | | | | | | |

Number of application forms distributed in: 1985 _____ 1986 _____

(Continued on reverse)

# Artists' Colonies Supplementary Information Sheet
# Fiscal Year 1987 (continued)

**Applicant Organization:** _____

7. **Length of stay: Longest** _____ **Shortest** _____ **Average** _____

8. **Number of first time residents in: 1985** _____ **1986** _____

9. **Geographic distribution (see instructions on page 37)**
**The total number of artists in residence during:**

| | 1985 | 1986 |
|---|---|---|
| Northeast | | |
| New York | | |
| North Central | | |
| South | | |
| West | | |
| California | | |
| International | | |
| Totals | | |

10. **Please explain the fee structure for residencies and the process for fee waiver or scholarships.**

OMB No. 3135–0061 Expires 1/31/87



# Service Organizations Supplementary Information Sheet Fiscal Year 1987

**(This Sheet should be completed by applicants under the Services to Presenting Organizations and Services to the Arts categories. Please see instructions on page 38.)**

1. Applicant Organization: _____ City: _____ State: _____

   Year founded: _____ Telephone: _____

2. Executive Director: _____ 3. Program Director: _____

4. ☐ Fill in this box with the category code that best describes the primary function of your organization. If your type is not among those listed, indicate 47 and add a brief description.

   16 Arts council/agency (includes state arts agency/regional arts organization)
   17 Arts service organization
   18 Union/professional association
   32 Government—Executive
   47 Other _____

5. Revenues and expenses for arts service activities (if your total budget is different, please include it on a separate sheet):

   Month Fiscal Year ends _____

| | Fiscal Year Ending in 1986 | | Fiscal Year Ending in 1987 | |
|---|---|---|---|---|
| | Dollar Amount | Percentage | Dollar Amount | Percentage |
| REVENUES<br>Subscriptions & publications | $ | % | $ | % |
| User fees | | | | |
| Memberships & dues | | | | |
| Other earned income | | | | |
| Corporate contributions | | | | |
| Foundation grants | | | | |
| Other private contributions | | | | |
| Government grants—Federal | | | | |
| Government grants—State/Regional | | | | |
| Government grants—Local | | | | |
| Other revenues | | | | |
| Total Revenues | $ | 100% | $ | 100% |
| EXPENSES<br>Salaries, wages, & contracted consultants | | | | |
| Advertising, promotion, & publicity | | | | |
| Publication & newsletter production | | | | |
| Travel | | | | |
| Office expenses (rent, phone, copy) | | | | |
| Artist fees, sub/re-grants | | | | |
| Other expenses | | | | |
| Total Expenses | $ | 100% | $ | 100% |
| Year End Balance<br>(Revenues minus Expenses) | $ _____ | | $ _____ | |

6. Estimate the value of in-kind contributions donated for service activities in FY 86 $ _____ FY 87 $ _____

7. Check primary service methods used, estimate percent of the organization's total resources allocated to each, and estimate the number of artists/groups directly benefiting from these services.

| Service Activities | % of Resources | # Artists | # Art Groups Benefiting |
|---|---|---|---|
| ☐ Conferences and seminars | | | |
| ☐ On-site training | | | |
| ☐ Consultant services | | | |
| ☐ Publications and manuals | | | |
| ☐ Periodicals | | | |
| ☐ Referrals | | | |
| ☐ Other (please explain) _____ | | | |

8. Which of the following methods do you use to evaluate your programs? (Please attach a copy of available analysis or evaluations.)

   ☐ Formal cost benefit analyses ☐ Internal audits
   ☐ External audits ☐ User surveys (attach a sample)
   ☐ Other (please explain) _____

(Continued on reverse)

## Service Organizations Supplementary Information Sheet
## Fiscal Year 1987 (continued)

Applicant Organization: _____

9. Describe your organization's principal service objectives.

10. Indicate which subject areas are addressed through services:

__Artistic development
__Contracts/grants management
__Financial management
__Information dissemination/ communication networks
__Marketing/audience development
__Organizational management
__Planning/evaluation
__Touring management
__Other (please specify)

11. Explain your eligibility criteria and fee structure for clients. Include membership criteria, dues, fees, or screening process.

12. Explain your methods of determining the changing needs of the arts community you serve.

**Assurance of Compliance with National Endowment for the Arts Regulations** under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.

_____ (hereafter called the "Applicant")

**Hereby Agrees** that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, Age Discrimination Act, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, age, or sex in any program or activity receiving Endowment support. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

_____

Applicant

_____

Applicant's mailing address

_____

_____

_____

By (President, Chairman of the Board, or comparable authorized official)

_____

Dated

## Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in Federally assisted programs on the basis of handicap. The Age Discrimination Act of 1975 provides for nondiscrimination in Federally assisted programs or activities on the basis of age. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the four statutes referred to herein.

# FY 1987 Inter-Arts Program Application Checklist

**Complete this checklist and enclose it as the first item in your application. One copy of this form must accompany each application to the Inter-Arts Program.**

**Applicant Organization:** _____

**Project Director:** _____ **Phone number:** _____

**Category:** _____ **Application # (Endowment use only):** _____

## All Applicants

- ☐ Grant Application Forms, NEA–3 (Rev.) (4 copies)
- ☐ Assurance of Compliance Form
- ☐ IRS Determination Letter
- ☐ Application Acknowledgment Card
- ☐ List of grants received/applications pending (3 copies)
- ☐ Outstanding final/interim reports on Inter-Arts grants (3 copies)

## Presenting Organizations

### Grants to Presenting Organizations

(refer to page 12)

- ☐ Presenting Organizations Supplementary Information Sheet (3 copies)
- ☐ Audit or approved substitute
- ☐ One-page project plan (3 copies)
- ☐ One-page list of 85/86 programming (3 copies)
- ☐ One-page list of projected programming (3 copies)
- ☐ One-page history of organization with programming philosophy (3 copies)
- ☐ Biographical information for principal manager and project director (3 copies)
- ☐ Sample brochures (3 copies)

### Services to Presenting Organizations

(refer to page 12)

- ☐ Service Organizations Supplementary Information Sheet (3 copies)
- ☐ Audit or approved substitute
- ☐ One-page history of organization (3 copies)
- ☐ One-page project plan (3 copies)
- ☐ Letters of support/involvement of presenters (3 copies)
- ☐ Biographical information for project staff (3 copies)
- ☐ Sample brochures (3 copies)

## Artists' Colonies

(refer to page 21)

- ☐ Artists' Colonies Supplementary Information Sheet (3 copies)
- ☐ Biographical information for artists (3 copies)
- ☐ Selection committee information (3 copies)
- ☐ Description of admission/recruiting procedures (3 copies)
- ☐ Artists' application form (3 copies)

## Interdisciplinary Arts Projects

### New Interdisciplinary Work (refer to page 17)

- ☐ Interdisciplinary Arts Projects Supplementary Information Sheet, signed by each participant (2 copies)
- ☐ Biographical information for each participant (2 copies)
- ☐ Biographical information for administrator (2 copies)
- ☐ One-page description of applicant organization with statement of responsibility (2 copies)
- ☐ One sample of previous work by each of the principal participants

### Special Arts Events (refer to page 17)

- ☐ Interdisciplinary Arts Projects Supplementary Information Sheet, signed by each participant (2 copies)
- ☐ One-page schedule of events
- ☐ One-page thematic statement
- ☐ One-page description of organization (2 copies)
- ☐ Biographical information for administrator (2 copies)
- ☐ Letters of intent from artists/organizations involved in the event
- ☐ One sample of previous work by each of the principal participants

## Services to the Arts (refer to page 24)

- ☐ Service Organizations Supplementary Information Sheet (3 copies)
- ☐ One-page project plan (3 copies)
- ☐ Member or constituency list (3 copies)
- ☐ Current board listing (3 copies)
- ☐ Typed schedules of activities (3 copies)
- ☐ Biographical information for project staff (3 copies)

### Arts Management Initiative (refer to page 27)

- ☐ Service Organizations Supplementary Information Sheet
- ☐ Project plan (3 copies)
- ☐ Professional qualifications of staff (3 copies)
- ☐ Project budget (3 copies)

**Comments (for Endowment use only)**

**DEAR APPLICANT:**

The items circled in red above have not been received. As stated in the guidelines, incomplete applications are unlikely to be funded. Please submit the missing materials by _____ in order to ensure a complete review. Any questions and comments below should be answered in writing. Thank you for your prompt attention.

Submit all materials to: Inter-Arts Program, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506 (202/682-5444).

_____

_____

_____

National Endowment for the Arts
Washington, D.C. 20506

OFFICIAL BUSINESS
Penalty for private use, $300

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO. 12952 WASHINGTON, D.C.

Postage Will Be Paid By National Endowment For The Arts

Inter-Arts Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Inter-Arts Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Postage and
Fees Paid
National Endowment
for the Arts
NEA-635

U.S.MAIL

**Inter-Arts Program**
**Fiscal Year 1987**

**Intent to Apply Card**

If you plan to apply, please complete this card and send it to the Inter-Arts Program as soon as possible and no later than the Intent to Apply deadline for your category.

Name of applicant organization

Address

City, state, zip code

Name of contact person

Phone number

Please check the appropriate box(es) below:

- ☐ Presenting Organizations
  - ☐ Grants to Presenting Organizations
  - ☐ Services to Presenting Organizations
- ☐ Interdisciplinary Arts Projects
- ☐ Artists' Colonies
- ☐ Services to the Arts
  - ☐ Arts Management Initiative

---

**Inter-Arts Program**
**Fiscal Year 1987**

**Application Acknowledgment Card**

Please address the reverse side of this card to yourself and include it in your application package. It will be returned to you to acknowledge receipt of your application at the Endowment. In all future inquiries, refer to your application number which is:

Application Number-Endowment Use Only

Date

---

National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Official Business

Postage and Fees Paid
National Endowment for the Arts
NEA-635